

# North Bridge House Pre-Preparatory & Preparatory Schools

## Music Tuition, 201 /

### Parent Terms & Conditions

#### Booking

- Music tuition is available for pupils in Years 1 – 8.
- **We strongly encourage you to submit applications prior to 1<sup>st</sup> September each year to provide us with sufficient time to prepare the timetable. We will contact you within the first 2 weeks of the autumn term to confirm arrangements.**
- Applications submitted after 1<sup>st</sup> September may mean that there is less availability and may take us longer to make arrangements for the first lesson.
- We will try our best to accommodate all music tuition requests, however, we cannot guarantee provision due to the high volume we receive.
- A successful application entitles the pupil to a full academic year of tuition, which equates to a course of 30 x 30-minute music. These lessons will usually be given on a weekly basis, starting in the first full week of term and finishing in the last full week of term. As far as is possible, we will endeavour to split the 30 lessons evenly over the course of the academic year, i.e. 10 lessons per term.
- **Please re-apply each year:** each academic year requires a fresh application, even if lessons were being given the previous year. If we do not receive a new application we will assume the pupil no longer wishes to continue.

#### Communication between instrumental teacher and parent

- It is important that both parent and instrumental teacher keep in regular contact. Each pupil will be given a practice diary which the instrumental teacher will fill in each week to show progress and set practice work. It is expected that the pupil has his/her own instrument to practise on each day building up their skills gradually each week. Parents are expected to use the diary to communicate with instrumental teachers – by signing each week to acknowledge that the practice has been worked on carefully.
- Parents are encouraged to come and see their child being taught by the instrumental teacher at least once in the year – with the prior arrangement of the instrumental teacher.

#### Missed Lessons

- Should the teacher need to cancel a lesson, the teacher will attempt wherever possible to make up the missed lesson. Should this not be possible, the lesson will not be charged and a reduction to the invoice will be applied at a rate of £22.50 per lesson missed. See the section on Fees for refund details.

Teacher cancellation of lesson = either re-scheduling of lesson or a reduction to the invoice by one lesson.

- Pupils/parents are required to give a minimum of one week's notice if they need to cancel a lesson for whatever reason (other than illness). The teacher will wherever possible attempt to make up the missed lesson but this will incur an additional charge of £22.50 per lesson made up.

Pupil cancellation of lesson = teacher will attempt to find an alternative time if a minimum of ONE week's notice is given.

**If less than a week's notice is given it may not be possible for the teacher to make other arrangements and the lesson will still be charged.**

- Should a student fail to attend a scheduled lesson, the music teacher will inform you via the Practice Diary or e-mail. This lesson will be charged for as normal. Pupils in years 5-8 are expected to make their own way to the music lesson and be there at the correct time. Pupils in years 3-4 will be collected by the instrumental teacher. The instrumental teacher has the responsibility to keep you informed of such matters so that you and they can best support your child in their musical development

## Fees

- The cost of music tuition for the academic year 201 -20 is £2 .00 per term.

Parents will be billed at the end of the autumn term for that term's lessons, and in advance for the spring and summer terms. The payment schedule is as follows:

**Spring term invoice     £480 for Autumn and Spring term tuition**  
**Summer term invoice   £240 for Summer term tuition**

- Lessons missed due to cancellation by the teacher, that are not able to be made up will be refunded on the following term's invoice or applied to parents' school account, ie.
  - Lesson missed in Autumn term – refunded on Spring term invoice
  - Lesson missed in Spring term – refunded on Summer term invoice
  - Lesson missed in Summer term – Credit applied to parents school account

## Timetable

- Music lessons are timetabled on a **strict rotation basis** to ensure that the pupil does not miss the same lesson every week. It remains the responsibility of the student to catch up on any class work missed while attending the music lesson.
- Parents are unable to request set-time lessons for their child if they are wishing to have instrumental lessons during school time. Set-lessons can only be given to pupils before or after school – depending on the availability of the teacher. Rotation of lessons is the fairest method for both pupils and their class teachers.
- The instrumental teacher may decline to give lessons if the pupil is receiving lessons from another teacher out of school.

## Cancellation or Alteration

Should a pupil not wish to continue with music lessons the *following term*, a **minimum of half a term's written notice must be received by the Finance Office. (email; [finance@northbridgehouse.com](mailto:finance@northbridgehouse.com))**. *The Head of Music and the instrumental teacher should also be contacted by the parent as a matter of courtesy and to aid communication.* Notice must be served before the last day of the prior term or half-term break, following which lessons will continue (or be charged in lieu for) a further half-term.

*Last updated June 2019*

*North Bridge House reserves the right to amend these Terms and Conditions and you agree to abide by the most recent version on our website.*